

This brochure provides a detailed explanation of the contents of the Form W-2 issued to you for tax year 2008 (26 pay periods). This represents taxable income you have received during calendar year 2008. Due to the timing of actual cash receipts, this amount may vary from your stated annual salary. It also includes non-cash benefits (parking, housing, tangible assets, use of state provided vehicle, certain health insurance) if applicable. You will be issued only one Form W-2 for tax year 2008, concluding with pay period ending December 20, 2008.

Pretax Deductions

The following deductions are excluded from gross earnings in Box 1 for the purpose of **federal tax withholding**: Contributions to Regular Retirement; Dependent Care Assistance Plan and fees; Deferred Compensation §457(b) for both Voluntary and Mandatory (OBRA 90) contributions; Tax Sheltered Annuities §403(b); Health Insurance Premiums, Health Care Spending Account contributions and fees; and Transit Passes.

The following deductions are excluded from gross earnings in Box 16 for the purpose of **state tax withholding**: Dependent Care Assistance Plan and fees; Deferred Compensation §457(b) for both Voluntary and Mandatory (OBRA 90) contributions; Tax Sheltered Annuities §403(b); Health Insurance Premiums and Health Care Spending Account contributions and fees; and Transit Passes.

Please contact your department's payroll office if:

1. **You have a Question** about your W-2.
2. **You need a Reprint** of your W-2.
3. **You need a W-2C Statement of Corrected Income and Tax Amounts.** A W-2C is needed if your name, social security number or any of the federal reported amounts are incorrect.
4. **You need information about PayInfo.**



Massachusetts Department of Revenue

1 Wages, tips, other comp. 21,300.44	2 Federal income tax withheld 2,287.78
3 Social security wages	4 Social security tax withheld
5 Medicare wages and tips	6 Medicare tax withheld
a Employee's social security number 000-00-0000	OMB No.1545-0008
b Employer's ID number 04-6002284	
c Employer's name, address, and ZIP code COMMONWEALTH OF MASSACHUSETTS	
d Control number	
e Employee's name, address, and ZIP code JOHN TAXPAYER ANYTOWN, MA 00000	
9 Advance EIC payment	10 Dependent care benefits
11 Nonqualified plans	12 See instructions for box 12 c d g
13 Retiree's plan a <input type="checkbox"/> b <input type="checkbox"/> c <input type="checkbox"/> d <input type="checkbox"/> e <input type="checkbox"/> f <input type="checkbox"/> g <input type="checkbox"/> h <input type="checkbox"/> i <input type="checkbox"/> j <input type="checkbox"/> k <input type="checkbox"/> l <input type="checkbox"/> m <input type="checkbox"/> n <input type="checkbox"/> o <input type="checkbox"/> p <input type="checkbox"/> q <input type="checkbox"/> r <input type="checkbox"/> s <input type="checkbox"/> t <input type="checkbox"/> u <input type="checkbox"/> v <input type="checkbox"/> w <input type="checkbox"/> x <input type="checkbox"/> y <input type="checkbox"/> z	
15 State MA	16 State wages, tips, etc. 23,116.77
17 State income tax 939.33	18 Local wages, tips, etc.
19 Local income tax	20 Locality name
Copy 2 W-2	State Filing Copy Wage and Tax Statement
2008	

**E-File your Return
Refund in 3 - 4 Days
see below for details**

Important Reminder for State and Public Employees

On your W-2, there is a special amount shown for state wages, tips, etc. Generally, the amount shown for state wages is higher than the amount shown for federal wages because your pension contributions are excluded from your income for federal tax purposes.

When filing your Massachusetts income tax return, you must use the amount shown for state wages. If you enter the lower dollar amount, your return will be corrected and any refund you may be expecting will be delayed.

This sample W-2 shows where you will find the state wages.

Use this number on your Massachusetts income tax return.

And Remember to E-File!

E-File is filing your Massachusetts return electronically through 1 of 3 methods offered by the Department of Revenue (DOR):

- **Webfile for Income:** New this year, Webfile for Income replaces the Telefile program. See Below for more information.
- **Paid preparer.** Thousands of preparers E-File federal and state returns.
- **Commercial tax preparation software and websites.**



Webfile for Income is here!

Webfile is convenient, secure... and free

- All calculations are done - no math mistakes
- Start a return, save it, and come back to it later
- Track your refunds and payments
- Once you register, Webfile saves your account info- saving time in future years

Visit www.mass.gov/webfile to learn more

www.mass.gov/osc

W-2

Form Instructions

2 0 0 8

Tax Reporting for Commonwealth Employees

Martin J. Benison
Comptroller



Commonwealth of Massachusetts
Office of the Comptroller
1 Ashburton Place 9th Floor
Boston, MA 02108

Box 1

The **federal taxable income** is equal to employee's Total Gross Pay (less expenses) from pay stub for period ending December 20, 2008 and paid on December 26, 2008.

Plus

- Cash and non-cash benefits listed in Boxes 12c, 14p, 14s, 14t, 14u.

Minus

- Dependent Care Assistance Plan contributions and fees (Box 10).
- Tax Sheltered Annuity contributions (Box 12e).
- OBRA 90 Alternative Retirement Plan contributions and elective Deferred Compensation (Box 12g).
- Pretax Transit Pass (Box 14b).
- Pretax Retirement contributions (Box 14c).
- Pretax Health and Pretax Basic Life Insurance premiums (Box 14e).
- Pretax Health Care Spending Account contributions and fees (Box 14o).

Box 5

Wages subject to Medicare tax are equal to employee's Total Gross Pay from pay stub for period ending December 20, 2008 and paid on December 26, 2008.

Plus

- Cash and non-cash benefits listed in Boxes 12c, 14p, 14s, 14t, 14u.

Minus

- Dependent Care Assistance Plan contributions and fees (Box 10).
- Pretax Transit Pass (Box 14b).
- Pretax Health and Pretax Basic Life Insurance premiums (Box 14e).
- Pretax Health Care Spending Account contributions and fees (Box 14o).

Box 13: Retirement Plan: An "X" indicates a contributing member to the Commonwealth of Massachusetts Retirement System and/or Tax Sheltered Annuity Plan (403(b)).

****NEW FOR 2008****

- 14m** - Total amount of M.G.L. c. 3 s. 9B per diem paid.
- 14r** - Total amount of M.G.L. c. 3 s. 9B expenses paid.

Shaded boxes in this sample W-2 below are "Not Applicable"

Box 2: Total amount of federal tax withheld

Box 6: Amount of Medicare tax withheld

Box b: The Employer Identification Number (EIN)

Box a: Employee's SSN as it appears in HR/CMS

Box c: The Commonwealth of Massachusetts is your employer

Box e: Employee's name, address and Zip, as it appears in the HR/CMS payroll system

Box 10: Total Dependent Care Assistance Plan (DCAP) deductions, excluded from Boxes 1, 5 and 16

Box 9: Total Advance Earned Income Credit

Box 17: Total amount of state tax withheld.

Box 14

1 Wages, tips, other comp. 21,300.44	2 Federal income tax withheld 2,287.03
3 Social security wages	4 Social security tax withheld
5 Medicare wages and tips	6 Medicare/tax withheld
a Employee's social security number 000-00-0000	OMB No. 1545-0008
b Employee's ID number 04-6002284	
c Employer's name, address, and ZIP code COMMONWEALTH OF MASSACHUSETTS	
d Control number	
e Employee's name, address, and ZIP code JOHN TAXPAYER ANYTOWN, MA 00000	
9 Advance EIC payment	10 Dependent care benefits
11 Nonqualified plans	12 See instructions for box 12
13 <input type="checkbox"/> Statutory <input type="checkbox"/> Retirement <input type="checkbox"/> Third-party <input type="checkbox"/> Other	14a <input type="checkbox"/> 14b <input type="checkbox"/> 14c <input type="checkbox"/> 14d <input type="checkbox"/> 14e <input type="checkbox"/> 14f <input type="checkbox"/> 14g <input type="checkbox"/> 14h <input type="checkbox"/> 14i <input type="checkbox"/> 14j <input type="checkbox"/> 14k <input type="checkbox"/> 14l <input type="checkbox"/> 14m <input type="checkbox"/> 14n <input type="checkbox"/> 14o <input type="checkbox"/> 14p <input type="checkbox"/> 14q <input type="checkbox"/> 14r <input type="checkbox"/> 14s <input type="checkbox"/> 14t <input type="checkbox"/> 14u <input type="checkbox"/>
15 State MA Employer's state I.D.	16 State wages, tips, etc. 23,116.77
17 State income tax 939.33	18 Local wages, tips, etc.
19 Local income tax	20 Locality name
Copy 2 W-2	State Filing Copy Wage and Tax Statement
	2008

Did you know? PayInfo!

Your informational copy W-2 is available now!

Goto: <https://payinfo.state.ma.us/payinfo/>

Box 12

- **12c** - The cost of Group Term Life Insurance over \$50,000 – Imputed Income, included in Boxes 1, 5 and 16.
- **12e** - 403(b) Contributions made to a Tax Sheltered Annuity (TSA), excluded in Boxes 1 and 16.
- **12g** - Elective and non-elective (OBRA 90 Alternative Retirement) 457 contributions to the Deferred Compensation Plan SMARTPLAN excluded in Boxes 1 and 16.

- **14a** - The amount of all Post-Tax Retirement contributions, applicable for voluntary buy back (make-up) retirement contributions.
- **14b** - The amount of pretax transit benefit, subtracted from Boxes 1, 5 and 16.
- **14c** - The amount of all pretax contributions to the State Retirement Plan, the Higher Education Optional Retirement Plan and the County Retirement Plan, subtracted from Box 1.
- **14e** - Total amount of Health insurance and Basic Life insurance premiums paid on a pretax basis subtracted from Boxes 1, 5 and 16.
- **14m** - Total amount of M.G.L. c. 3 s. 9B per diem paid.
- **14o** - Total amount of Health Care Spending Account contributions and fees paid on a pretax basis, subtracted from Boxes 1, 5 and 16.
- **14p** - Total amount of the non-cash Parking benefit, added to Boxes 1, 5 and 16.
- **14r** - Total amount of M.G.L. c. 3 s. 9B expenses paid.
- **14s** - Total amount of the non-cash benefit for Use of State Vehicle, added to Boxes 1, 5 and 16.
- **14t** - Total amount of the Housing Allowance benefit, added to Boxes 1, 5 and 16.
- **14u** - Total amount of the Imputed Health benefit, added to Boxes 1 and 5.

The **state taxable income**, is equal to employee's Total Gross Pay from pay stub for period ending December 20, 2008 and paid on December 26, 2008.

Plus

- Cash and non-cash benefits listed in Boxes 12c, 14p, 14s, 14t.

Minus

- Dependent Care Assistance Plan contributions and fees (Box 10).
- Tax Sheltered Annuity contributions (Box 12e).
- OBRA 90 Alternative Retirement Plan contributions and elective Deferred Compensation (Box 12g).
- Pretax Transit Pass (Box 14b)
- Pretax Health and Pretax Basic Life Insurance premiums (Box 14e).
- Pretax Health Care Spending Account contributions and fees (Box 14o).

Generally, the amount shown for State Wages is higher than the amount shown for Federal Wages because the pretax retirement contribution is excluded from the taxable income for federal tax purposes. When filing the Massachusetts Income Tax Return, employees must use the amount in Box 16 for state wages.